**COMPUTERCRAFT CORPORATION**

**NCBI TRAVEL PROCESS**

This document will help you with the NCBI travel approval process, as well as provide guidance on how to make your travel arrangements and request reimbursement after your travel.

**TRAVEL/TRAINING REQUEST APPROVAL FOR NCBI CONTRACTORS:**

1. You/NCBI Business Owner discuss interest in your attendance at a meeting/training. If both parties agree then:
	1. You write attendance justification description that includes role (presenting?), and how attendance benefits NCBI. The Business Owner should sign off on the "Approval Trail" at this point.
	2. Travel Intent Form: [TravelIntentForm.docx](https://confluence.ncbi.nlm.nih.gov/pages/viewpage.action?spaceKey=IEB&title=Travel&preview=/79825746/89883070/TravelIntentForm.docx) <– Fill out this form and attach it to email thread
2. Business owner discusses/seeks Program head approval, providing justification details. The Program Head should sign off on the "Approval Trail" and return the form to you for review by Computercraft.
3. You send your request to:
	1. Computercraft (to Joan and cc Carolyn)
	2. cc the business owner and program head
	3. cc Kim Pruitt
	4. attach the completed Travel Intent form
	5. email subject: Travel request to xxx (your name)
4. Approvals from:
	1. Computercraft reviews Travel Intent form for completeness and reasonable costs
	2. Kim Pruitt - reviews the Travel intent form for completeness and business justification. Kim may follow-up with the traveler, program head, or business owner with questions.
	3. Kim Pruitt - sends IEB approval to Dennis Benson
	4. Dennis Benson - sends approval to the contracting company.
5. Computercraft will notify you once the travel has been approved, and provide any additional travel or reimbursement details.

Additional information on NCBI-specific travel procedures as well as a copy of the Travel Intent Form is available at <https://confluence.ncbi.nlm.nih.gov/pages/viewpage.action?spaceKey=IEB&title=Travel>.

In the NCBI Travel Intent Form, please be sure to include an estimate of all applicable travel costs. The information below will help you estimate travel costs and submit for reimbursement after your travel.

**ADDITIONAL TRAVEL & REIMBURSEMENT GUIDELINES:**

Reservations & Reimbursement

Most employees find it more convenient to make their own arrangements/reservations (convenience/efficiency, easier to choose preferred flights, include rewards info, mileage points, etc.), and then request reimbursement after the event, although CC is certainly willing and able to pay directly for any applicable upfront costs if needed. Please be sure to retain all receipts. Please note that reimbursements for ground transportation, mileage (if applicable), lodging, and meals are paid after the cost have been incurred and cannot be reimbursed in advance. After you return from your trip, you will complete an expense form and include your applicable receipts. Reimbursement is typically issued within 2 weeks of receipt of the forms/receipt, paid via direct deposit.

Airfare/Train Fare

Your round trip air or train fare should be booked as a non-refundable fare, economy/coach class. Please do not hesitate to contact Joan before you book if you have any questions regarding reasonable fares. Because you are traveling on US government business, you must use a US-flag air carrier, unless no other options are available.

Lodging

Lodging typically should not exceed the designated per diem rate for that month. Per diem rates can be verified online at the following website by searching for the applicable zip code and date: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. If you have any questions about per dem rates or require assistance if lodging exceeds expected rates, please contact Joan.

Ground Transportation

Reimbursement will be issued for ground transportation for your travel to/from original departure air/train station(s), and to/from arrival air/train station(s). This can include parking fees, standard taxi fare (Uber, Lyft or other ridesharing service included), train/bus fare, and mileage by personal vehicle (where applicable). Private sedan and limousine service are not reimbursable expenses. The current government approved rate for mileage by personal vehicle is available at <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>. (see: “If use of privately owned automobile is authorized or if no Government-furnished automobile is available”)

Meals

Your reimbursement for meals will cover the dates applicable to business travel. The reimbursement will be based on actual incurred costs, but please note that the total per day should NOT exceed the Meals & Incidentals (M&IE) rate set forth by the GSA. The M&IE rate for the various areas, as well as a helpful breakdown of the costs is available at <https://www.gsa.gov/travel/plan-book/per-diem-rates> by zip code. Please be sure to retain original receipts for your meals and include the actual cost in your expense report. Any costs for alcohol or other unallowable expenses should be subtracted from the reimbursement.